



## JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



**Open to members of the Indiana Air  
National Guard currently at Fort Wayne only**

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-032-A-Air		14 April 2014	28 April 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 <sup>nd</sup> FW	Fort Wayne, IN	N/A	A1C/SSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Customer Sup Liaison	TBD	E-3/A1C	E-5/SSgt

### COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 2S051

### PERMANENT CHANGE OF STATION (PCS) FUNDING

**FUNDS MAY BE AVAILABLE**

### MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- ☒ Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- ☒ IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- ☒ Open to **Females**

### DUTIES AND RESPONSIBILITIES

Processes information retrievals using supply system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes supply computer products.

Acts as a subject matter expert to the Flight Chief on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Supply Interface System. Ensures database integrity and makes necessary corrections.

Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS).

Monitors systems processing and corrects processing errors. Monitors supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems.

Develops database retrieval scripts for materiel management support analyses.

Operates motor vehicles and assorted material handling equipment.

Key duties include managing supply points, time-change, Time Compliance Technical Orders (TCTOs), Due-in Form Maintenance (DIFM), Found On Base (FOB), Awaiting Parts (AWP), turn-around, local manufacture, and Quality Deficiency Report (QDR) programs.

Process DIFM returns and serve as the single return processing point for material in FB/FE accounts.

Act as a turnaround processing point supporting organizations not supported by the Integrated Maintenance Data System (IMDS). Review and update the repair cycles data. Coordinate disposition of unserviceable condition code "F" DIFM items through AFMC CSM-R Stock Control Activity.

Provides backup for Maintenance Support Liaison section. Respond to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements.

Responsible for interfacing with AFMC SCM-R activities and provides guidance to work center supervisors on utilization of supply management products. Responsibilities include monitoring the overall maintenance and materiel interface, perform document control, customer support, research and base level records maintenance, base level stock control functions, bench stock management. Focal point for customer feedback. Submit Price Challenge and Verification Program (formerly known as Zero Overpricing Program) submissions.

Responsible for coordinating Base-Level Supply Customer Training as it pertains to Block I (General Materiel Management Indoctrination), Block IIA/B (Bench Stock/Repair Cycle), COMSEC and IUID training. Advise maintenance leadership of supply support problems regarding the maintenance efforts and recommends corrective actions. Identify supply related training needs to maintenance work center supervisors. Coordinate with maintenance work centers to identify components for which there is no base level repair or diagnostic capability and develop a Not Repairable This Station (NRTS) list. Coordinate with Flight Service Center to ensure the repair work center is loaded on the repair cycle record for components with base repair capability.

### GENERAL EXPERIENCE

Knowledge is mandatory of supply policies and procedures, Air Force property accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), provide supply operations support for activities involving specialized or unique supplies, equipment, and parts to support organizations' mission, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions. Ability to work well with customers and other offices on program requirements for urgent, critical shortage, and other special items.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- Security Clearance:** Applicants must have a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Lashaway

## APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

**-Complete and SIGNED NGB Form 34-1.**

**- Applicants MUST submit CURRENT fitness assessment.**

**-Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

**POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarnng.mbx.mdihrweb@mail.mil](mailto:ng.in.inarnng.mbx.mdihrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: Daniel K. Okuly, MSgt, 122<sup>nd</sup> LRS, Fort Wayne, IN DSN: 778-3388**